



ALBERTA EMPLOYMENT STANDARDS

FACILITATOR GUIDE

SESSION OVERVIEW

This 60 - 80 minute session provides students with insight to Alberta Employment Standards and prepares them to interact with employers in common situations.

LEARNING OBJECTIVES

1. Students will develop knowledge about Employment Standards such as wages, hours of work, termination and general holidays.
2. Students will know where to access information on Employment Standards and other related resources.

MATERIALS

Game One: What Do You Know About Employment Standards?

- Sheets of paper
- Flip chart or whiteboard
- Timer or watch with a second hand
- Prizes
- Markers

Game Two: Do You Know What is on Your Pay Stub?

- Scissors
- Envelope(s)

A Guide to Rights and Responsibilities in Alberta Workplaces, Alberta Employment and Immigration

Job Smart> Tips for staying employed, Alberta Employment and Immigration

Option One: Employment Standards website: **employment.alberta.ca/es**

Option Two: Interactive games found by going to **employment.alberta.ca/es** then to...

- **Education and Promotion to eLearning Programs to Basics of Employment Standards**



ALBERTA EMPLOYMENT STANDARDS

OVERVIEW AND TIMELINES

Game One: What Do You Know About Employment Standards?	30+Minutes
Game Two: Did You Check Your Pay Stub?	15 Minutes
Option One: Scenarios for Discussion or Role Play	10+Minutes
Option Two: Interactive Games	10+Minutes
Wrap Up – Resource Contact Cards	5 Minutes



ALBERTA EMPLOYMENT STANDARDS

FACILITATORS' REFERENCE SHEET

Employment of Adolescents

12, 13, 14 years of age

Can be hired as a:

- Delivery person for newspaper, flyers or handbills
- Delivery person for small wares for a retail store
- Retail Clerk
- Office Messenger or Clerk
- Host/Hostess, Cashier, Dishwasher, Server, Customer Service, Cleaner, Order Assembly or Bus Person in a restaurant or food service establishment. See Safety Checklist for Adolescent Employees in Restaurant and Food Service on Alberta's Employment Standards website.

Adolescents can work:

- 2 hours on school days
- 8 hours on non-school days
- During school hours if enrolled in an off-campus education program under the school act (off-campus work experience, RAP)

Adolescents cannot work between 9 p.m. and 6 a.m.

Remember:

Parent or guardian's written consent must be given to employee before the adolescent starts work.

The job must not be harmful to the adolescent's life, health, education or welfare.

Employment of Young Persons

15, 16, 17 years of age

There are no restrictions on the type of work a young person can do, however there are time restrictions within all occupations. If a young person works in the following areas there are restrictions:

- Food or Drink
- Retail Store
- Gas Station
- Hotel/Motel

These regulations apply:

- If a young person is working between 9:00 p.m. and midnight, there must be adult supervision.
- A young person cannot work between midnight and 6:00 a.m.
- A 15, 16, or 17 year old cannot sell or serve liquor in licensed premises.
- A 15 year old cannot work during normal school hours unless he/she is enrolled in an off-campus education program under the School Act.

A young person is permitted to work in the other sectors between midnight and 6:00 a.m. with adult supervision. Parental consent is required to work after midnight.



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GAME ONE

What Do You Know About Employment Standards?

Game Instructions:

- Divide the class into equal teams
- Have each team select a team leader to be the spokesperson
- Each team leader is to write A, B and C on 3 separate sheets of paper
- Team leader is responsible for holding up one of the letter sheets
- Read 20 questions with three different responses
- Teams are given 10 seconds to decide on correct answer
- After 10 seconds, time will be called
- Team leaders will be required to raise A, B or C
- Facilitator will explain that the winning team will be determined by the team with the most correct responses
- Facilitator will keep a tally of the teams' correct responses

Rules:

Teams will not be awarded a tally for the following:

- A team answers a question incorrectly
- A team fails to raise a card when time is called
- A team raises more than one card when time is called
- A team shouts out answers before being asked to respond

Facilitator will go through an example before beginning the game.

Facilitator will reward the winning team with a prize at the end of the game.



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GAME ONE

What Do You Know About Employment Standards?

Questions:

1. Minimum wage in Alberta is:

- A. \$8.40
- B. \$8.80
- C. \$9.00

Answer: B - As of April, 2009, minimum wage went up to \$8.80 an hour.

2. A 15 year old employee cannot work during normal school hours unless he or she is enrolled in an off-campus education program under the School Act.

- A. True
- B. False
- C. Depends on the situation

Answer: A

3. A young person (15, 16, and 17 years old) can work between _____ and 6 a.m. only if the young person's parent or guardian gives the prospective employee written consent to the employer and the young person works in the continuous presence of an employee over 18 years of age.

- A. 10:00 p.m.
- B. 11:00 p.m.
- C. 12:00 midnight

Answer: C

4. Sally, who just celebrated her 16th birthday works in a retail store. She has been asked to stay until 2 a.m. to do inventory. Can Sally legally do this?

- A. Yes
- B. No
- C. Yes, with her parent's permission

Answer: B - Young persons are not permitted to work in retail after midnight



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5. All employees must receive _____ minutes of rest in their shift if working longer than 5 hours.
- A. 30
 - B. 15
 - C. 60

Answer: A - Employers are not required to pay for the break.

6. Tara has requested that her employer pay her by cheque. Her employer prefers to pay by direct deposit. Which side will the law be on?
- A. Cheque or cash
 - B. Direct deposit
 - C. No law determines this

Answer: B - Employers have the right to demand that an employee open a bank account.

7. Typical pay periods are once a week, every two weeks or once a month. Your employer must pay you at least once every _____ and within 10 days of the end of the pay period.
- A. Two weeks
 - B. Three months
 - C. Month

Answer: C

8. Joe's employer must post the schedule at least _____ hours before a shift change.
- A. 12
 - B. 8
 - C. 24

Answer: C



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9. If there is a shift change you must be allowed _____ hours of rest between shifts.
- A. 8
 - B. 12
 - C. 5

Answer: A

10. Employers may deduct money for uniforms, parking or coffee fund.
- A. True
 - B. False
 - C. Depends

Answer: C - Employer is not allowed to deduct these items from your cheque without consent.

11. When cashing out of her shift as a cashier at the local Dairy Queen, Susan discovered that she was \$20.00 short. Is she required to pay this money back?
- A. Yes
 - B. No
 - C. Maybe so

Answer: C - Depends if she was working alone. If more than one person was working the cash register, the employer cannot deduct from Susan's pay cheque.

12. John has been assembling bikes at Toys R Us. John has found this difficult and now several of the bikes have stripped gears and cannot be repaired nor sold. Can John be made to pay for the bikes he has ruined?
- A. Yes
 - B. No
 - C. Depends

Answer: B - but he could be fired. If not fired, he may require retraining, etc. Employees are not required to pay for their faulty workmanship.



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13. Janet's employer must give her _____ day(s) off a week.

- A. 0
- B. 1
- C. 2

Answer: B

14. Joseph's employer now wants him to work 18 consecutive days without time off. Is he allowed to do this? If so, how many days off is he entitled to?

- A. Yes, 6 days
- B. Yes, 3 days
- C. Yes, 1 day a week

Answer: Yes, B - You can work up to 4 weeks before taking time which allows you 24 days on and 4 days off.

15. How many hours a week can you work before getting overtime?

- A. 40 hours
- B. 44 hours
- C. 37 hours

Answer: B

16. Mike has been with a company for less than 5 years. He is entitled to ____% of vacation pay.

- A. 6
- B. 8
- C. 4

Answer: C - 4% and 2 weeks off. After 5 years, employees are entitled to 6% and 3 weeks off.

17. Karrie can be fired for:

- A. Swearing
- B. Refusing to obey instructions in a non-hazardous environment
- C. Both

Answer: C



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18. Kelly is planning on leaving her job of one year. She is required to give:

- A. No notice
- B. 1 week notice
- C. 2 weeks notice

Answer: B - Please note, no notice required for 3 months of employment, 1 week notice for 3 months to 2 years, 2 weeks notice for over 2 years.

19. Alberta recognizes the following general holidays: Christmas Day, New Year's Day, Family Day, Victoria Day, _____, Labour Day, Thanksgiving Day, Remembrance Day, Good Friday.

- A. Easter Monday
- B. Canada Day
- C. Civic Holiday

Answer: B

20. Sara, who is 17 years of age, can sell cigarettes at the local convenience store.

- A. True
- B. False
- C. Depends on the time of day

Answer: A - A sales clerk under the age of 18 years falls under the **"Prevention of Youth Tobacco Use Act"**:

6 (1) To avoid any doubt, a sales clerk who is under the age of 18 years is not in contravention of section 2(a) of the Act when that Sales clerk holds, gives, carries or otherwise handles a tobacco product while on duty and working in the capacity of a sales clerk.

(2) Despite subsection (1), if a sales clerk who is under the age of 18 years smokes or otherwise consumes a tobacco product anywhere on the premises where he or she usually works, whether on duty or not, that sales clerk is in contravention of section 2(b) of the Act.



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Bonus questions:

1. Tom who is under 18 years of age is working at the local corner store which closes at 11:00 p.m. His boss would like him to stay later to put away extra stock. Is this okay?
 - A. Yes, because the store is closed and he is with a person over 18 years of age.
 - B. No, he can't work in a convenience store after 11:00 p.m.
 - C. It is o.k. if his parents give him permission.

Answer: B

2. Cal enjoys texting, surfing the web and updating his Facebook, etc., during work hours. Can he be fired for doing this during working hours?
 - A. Yes
 - B. No

Answer: A - If it is company policy.



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GAME TWO

Did You Check Your Pay stub?

Instructions:

Prior to playing Game Two, copy, cut out, and create sets (in envelopes) of the numbered items below so that each group of students may have a complete set. Encourage students to pull out all slips from their envelope and instruct them to return the items that are required on a pay stub. To shorten the length of the game, tell students that there are four items that do not belong on a pay stub. As a group, discuss their choices and review correct answers from answer sheet.

1. Income Tax

2. Alberta Health Care

3. Canada Pension Plan

4. Employment Insurance

5. Vacation Pay

6. Period of Employment Covered



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7. Time Off Instead of Overtime

8. Sick Days Available and Taken

9. Regular and Overtime Hours

10. Wage Rate and Overtime Rate

11. Earnings Paid

12. Deductions and Reasons

13. Cash Shortages Deductions

14. Faulty Workmanship Deductions



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GAME TWO

Did You Check Your Pay Stub?

Answer Sheet

- ☺ - Yes, this should be on your pay stub
☒ - No, this should not be on your pay stub

1. Income Tax ☺
2. Alberta Health Care ☒
3. Canada Pension Plan ☺
4. Employment Insurance ☺
5. Vacation Pay ☺
6. Period of Employment Covered ☺
7. Time Off Instead of Overtime ☺
8. Sick Days Available and Taken ☒
9. Regular and Overtime Hours ☺
10. Wage Rate and Overtime Rate ☺
11. Earnings Paid ☺
12. Deductions and Reasons ☺
13. Cash Shortages Deductions ☒
14. Faulty Workmanship Deductions ☒

Please note that the following **are not** or **should not** be displayed on a pay stub:

- Cash Shortages (13)
- Faulty Workmanship (14)
- Sick Days Available or Taken (8)
- Alberta Health Care (2)



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Option One:

Scenarios for Discussion or Role Play:

1. Sara has been working at Cher's Café for over one year. Lately, she has been feeling that she is entitled to a wage increase. How can she address this with her Manager?
2. Kim has been working for one year as a concession attendant at the local movie theatre. During intermission her boss started rubbing her back while she was putting away stock. This made her very uncomfortable.

Please note: potential for a sensitive issue.

How can she handle this?

For other examples, refer to [Job Smart> Tips for staying employed](#), Alberta Employment and Immigration.



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Option Two:

Interactive Games:

Interactive games for individuals or groups are available on the Employment Standards website:



- Employment of Adolescents and Young People
- Records and Statements of Earnings or Pay Stubs
- Minimum Wage and Hours of Work
- General Holidays
- Termination of Employment
- Vacation
- Overtime

* **Play and Learn** categories in the left menu bar offer interactive learning opportunities

WRAP UP


Distribute **Resource Cards Handout 1** to students and briefly review the resources listed.



RESOURCE CARDS

Employment Standards regulates and enforces wages, vacation pay, holiday pay and hours of work, etc.

Website: employment.alberta.ca/es
Toll free number: 1-877-427-3731




Alberta Workers Health Centre offers free help on workplace hazards and other employment problems.

Website: www.workershealthcentre.ca
info@workerhealthcentre.ca
Toll free number: 1-888-729-4879

WorkRights.ca is an informative website covering workplace rights and many related links for young workers.

Website: www.workrights.ca




Alberta Workplace Health and Safety is a government agency that deals with occupational health and safety.

Website: www.employment.alberta.ca/whs
Toll free number: 1-866-415-8690

Alberta Human Rights Commission is an agency that listens to and investigates your complaints.

Website: albertahumanrights.ab.ca
Contact numbers: 780-427-7661 in Edmonton or 403-297-6571 in Calgary



Alberta Association of Sexual Assault Centres is a website with information to access if you or someone you know is being sexually harassed, assaulted or abused in or outside of the workplace.

Website: www.aasac.ca
Contact number: Kids Help Phone at 1-800-668-6868